

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PARALEGAL 2

Salary Range: \$846.25/week - \$1142/week

POSITION

Vacancy is in the Corporation Counsel's Office. Under general supervision, independently performs paralegal duties and responsibilities for a varied caseload. Conducts legal research, attends hearings and closings, prepares discovery and drafts documents under the guidance of an attorney. Serves as a paralegal case manager; applies legal and organizational knowledge and skills in managing large volumes of exhibits and documents associated with cases. Prepares written legal analysis on litigated claims and court cases. Provides operational and staff assistance to assigned attorneys. Prepares requests, case files and other documentation; prepares witnesses; prepares exhibits for hearings; analyzes opposing party discovery requests and drafts responses within deadlines. Attends court hearings; prepares exhibit lists and witness statements. Performs related work as required. The hours of work for this position are 40. per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Possession of a high school diploma or a GED and the successful completion of an American Bar Association (ABA) approved paralegal education program and five years of progressively responsible clerical support to an attorney. Experience with residential and commercial transactions and contract drafting and review helpful. Whenever possible an equivalent combination of training and experience will be considered. A degree from an accredited four-year college or university is preferred. **A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED**

SPECIAL REQUIREMENTS

A valid driver's license is required. **A copy of your driver's license must be submitted with your application.**

**MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION.
MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENCE FORM**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application. It may also include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of principles and practices of civil and administrative agency law applicable to practice as a paralegal; Knowledge of State and Federal court procedures, rules of evidence and burden of proof issues; Knowledge of interview techniques and methods; Knowledge of methods, practices, procedures and requirements for drafting a variety of motions pleadings, statements, and other documents; Knowledge of methods and techniques of legal research and investigation; Knowledge of courtroom and hearing procedures and legal courtesies; Knowledge of standard legal forms and documents and their uses; Knowledge of contracts, purchase and sale documents, title issues, and corporate estates; Ability to conduct legal research; Ability to understand, explain, and analyze various pension plans; Ability to prepare legal documents and legislative memoranda; Ability to communicate effectively, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, and may be required to pass a drug and alcohol screening examination and a background check. If appointed, you will be required to serve 3-12 months of probation. The examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL A SUFFICIENT NUMBER HAVE BEEN RECEIVED.

Exam No. 2368

Issued: 9/11/06

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

CITY OF HARTFORD RESIDENCY AFFIDAVIT

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.